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CHESTERFIELD COUNTY

P.O. Box 40
CHESTERFIELD, VIRGINIA 23832-0040



LANE B. RAMSEY
COUNTY ADMINISTRATOR

May 10, 2001

RE: Changes to Subdivision Recordation Procedures

Dear Chesterfield Bar Association Member:

The Chesterfield County Board of Supervisors recently amended the County Subdivision Ordinance in a manner that will affect the recordation process. Over the past decade, the Board and the Planning Department have received complaints from numerous citizens that were unable to build on property they purchased because the lot was not legally subdivided. In order to address this situation, the new subdivision ordinance incorporates the Virginia Code provision that prohibits the Circuit Court Clerk from recording subdivision plats that have not been approved in accordance with the County subdivision ordinance. See Va. Code § 15.2-2254(5); County Code § 17-5.

Under the new recordation procedure, plats must contain the following information:

1. Plats of property intended for residential use must have a signed residential parcel review stamp from the Planning Department. See County Code §§ 17-44 to -46.
2. Plats of property intended for non-residential use must be labeled "Not for residential use" and must include the following statement:

I (insert subdivider's name) affirm that I am the owner of the property depicted on this plat and do hereby affirm that the sale/transfer of this property is not for purposes of creating a parcel for residential use.

Such statement must be acknowledged by the owner or agent. See County Code § 17-44.

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3. Plats associated with transfers that do not change the configuration of the parcel must contain the following statement:

Exempt, no change from the existing configuration.

This statement must be signed by either the surveyor or the Planning Department.
See County Code § 17-4.

4. Property divided by deed, without an accompanying plat, is also subject to the requirements outlined above. See County Code § 17-6. Such deeds will be reviewed during the building permit process.

Please advise your clients and surveyors working with you of the new subdivision ordinance recordation requirements. If you have any questions about the requirements of the County Subdivision Ordinance, please contact the Planning Department at 748-1050. Please do not contact the Clerk of the Court. The Clerk of the Court merely reviews plats presented for recordation for proper documentation, signatures, etc. and will be unable to answer substantive questions about the subdivision process.

We believe that this new process will provide greater protection to our citizens, ensuring that the property they buy may be used in accordance with their plans. Thank you in advance for helping us to implement these new procedures. If you have any questions, please contact David Hainley at 748-1967.

Sincerely,



Thomas E. Jacobson
Director of Planning